



CITY OF TEMPE CAMPAIGN FINANCE eFILING SYSTEM

<https://campaignfinance.tempe.gov>

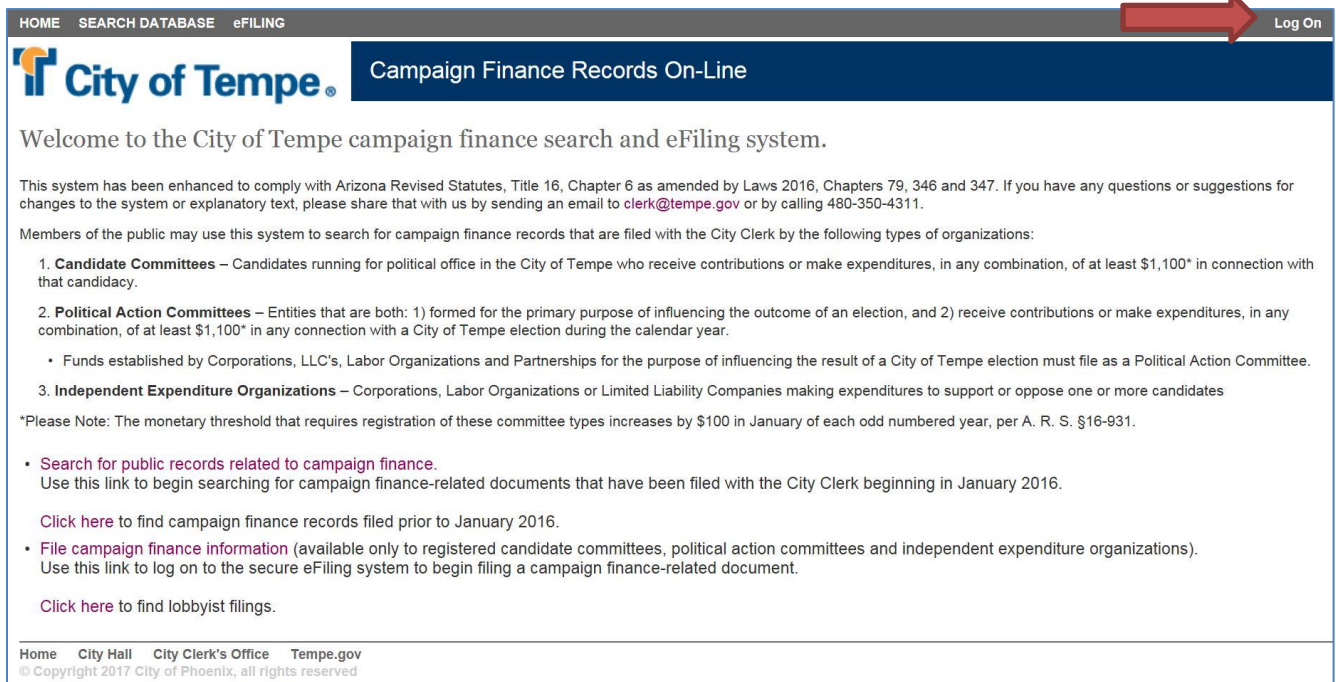
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ACCOUNT REGISTRATION

When registering an account in the City of Tempe Campaign Finance eFiling System, use the email account associated with a candidate or political action committee.

1. Click “Log On” in the top right corner of the City of Tempe Campaign Finance eFiling System.



HOME SEARCH DATABASE eFILING Log On

City of Tempe Campaign Finance Records On-Line

Welcome to the City of Tempe campaign finance search and eFiling system.

This system has been enhanced to comply with Arizona Revised Statutes, Title 16, Chapter 6 as amended by Laws 2016, Chapters 79, 346 and 347. If you have any questions or suggestions for changes to the system or explanatory text, please share that with us by sending an email to clerk@tempe.gov or by calling 480-350-4311.

Members of the public may use this system to search for campaign finance records that are filed with the City Clerk by the following types of organizations:

1. **Candidate Committees** – Candidates running for political office in the City of Tempe who receive contributions or make expenditures, in any combination, of at least \$1,100* in connection with that candidacy.
2. **Political Action Committees** – Entities that are both: 1) formed for the primary purpose of influencing the outcome of an election, and 2) receive contributions or make expenditures, in any combination, of at least \$1,100* in any connection with a City of Tempe election during the calendar year.
 - Funds established by Corporations, LLC's, Labor Organizations and Partnerships for the purpose of influencing the result of a City of Tempe election must file as a Political Action Committee.
3. **Independent Expenditure Organizations** – Corporations, Labor Organizations or Limited Liability Companies making expenditures to support or oppose one or more candidates

*Please Note: The monetary threshold that requires registration of these committee types increases by \$100 in January of each odd numbered year, per A. R. S. §16-931.

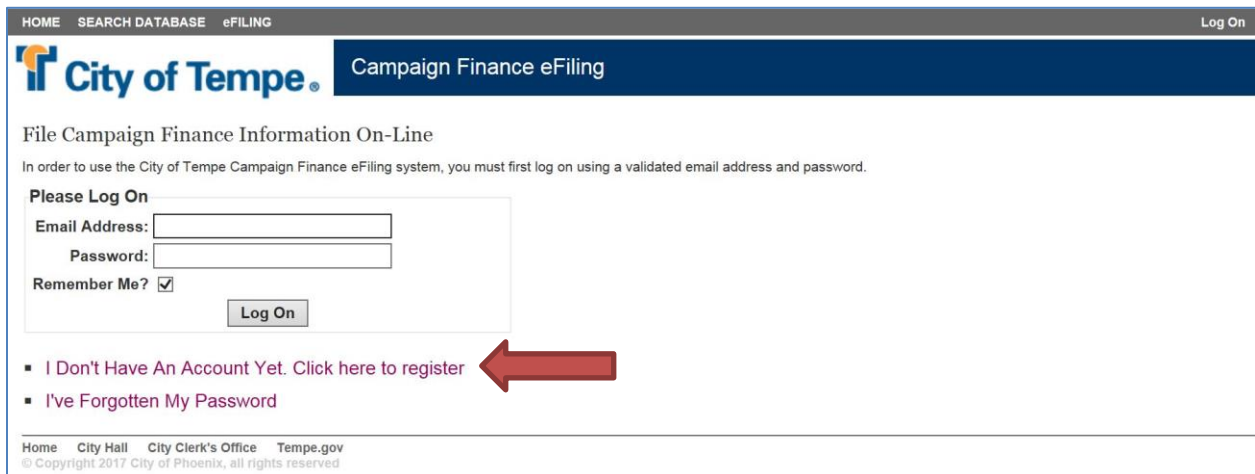
- [Search for public records related to campaign finance.](#)
Use this link to begin searching for campaign finance-related documents that have been filed with the City Clerk beginning in January 2016.

[Click here](#) to find campaign finance records filed prior to January 2016.
- [File campaign finance information](#) (available only to registered candidate committees, political action committees and independent expenditure organizations).
Use this link to log on to the secure eFiling system to begin filing a campaign finance-related document.

[Click here](#) to find lobbyist filings.

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2. Click “I Don’t Have An Account Yet. Click here to register”.



HOME SEARCH DATABASE eFILING Log On

City of Tempe Campaign Finance eFiling

File Campaign Finance Information On-Line

In order to use the City of Tempe Campaign Finance eFiling system, you must first log on using a validated email address and password.

Please Log On

Email Address:

Password:

Remember Me? ☒

Log On

- [I Don't Have An Account Yet. Click here to register](#)
- [I've Forgotten My Password](#)

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3. Complete the eFiling User Registration form and click "REGISTER".

Note that user accounts are case sensitive and must match the capitalization used on a Statement of Organization.

Additionally, passwords are case sensitive and the password criteria listed below must be followed:

- Password must be at least 8 characters in length
- Password must contain at least 1 number

HOME SEARCH DATABASE eFILING

City of Tempe eFiling User Registration

Are you a candidate or do you represent a committee?

Use this form only if you are a candidate or represent a political organization. Only the individuals associated with a political organization may register and use the e-Filing system.

You are not required to be a registered user to conduct a search for campaign finance information.

If you are not associated with a political committee, click on "Home" on the menu above.

First you must create a new user account to access the eFiling system.

Email Address:

Password:

Confirm Password:

User Profile Information

First Name (**) Last Name (**)

Address Line1 Address Line2

City State Zip

Phone 1:

Phone 2:

Fax:

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4. You will receive an automated email stating your registration as a user of the City of Tempe Finance eFiling System was received. Click the link provided in the automated email to verify your email address. This completes your account registration.

HOME SEARCH DATABASE eFILING

City of Tempe Campaign Finance eFiling

Thank You For Registering for the Campaign Finance eFiling Account!

In order to complete your registration we must first verify your email address.

Please check your email and click the link that is provided to verify your email address and complete your Campaign Finance eFiling account registration.

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Password Reset

1. To reset your Campaign Finance eFiling System password, click “I’ve Forgotten My Password” on the “Log On” screen.

HOME SEARCH DATABASE eFILING Log On

City of Tempe Campaign Finance eFiling

File Campaign Finance Information On-Line

In order to use the City of Tempe Campaign Finance eFiling system, you must first log on using a validated email address and password.

Please Log On

Email Address:

Password:

Remember Me? ☒

Log On

- I Don't Have An Account Yet. Click here to register
- I've Forgotten My Password

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2. Enter your email address and click the “Reset Password” button.

HOME SEARCH DATABASE eFILING

City of Tempe Reset Password

Reset Password

Email Address:

Reset Password

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3. You will receive a notification that an email was sent and to please check your email. Using the system generated password provided in the email, log on and select “Change Password” at the top right of the Log On screen.

HOME SEARCH DATABASE eFILING Admin

City of Tempe Campaign Finance eFiling

File Campaign Finance Information On-Line

In order to use the City of Tempe Campaign Finance eFiling system, you must first log on using a validated email address and password.

Please Log On

Email Address:

Password:

Remember Me? ☒

Log On

- I Don't Have An Account Yet. Click here to register
- I've Forgotten My Password

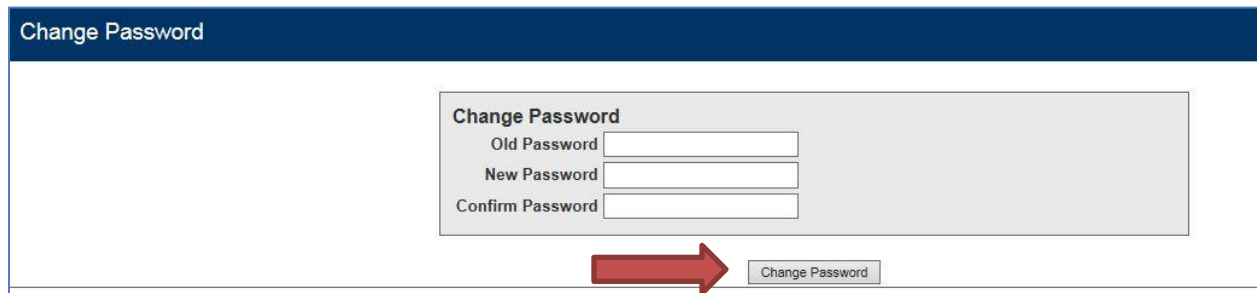
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4. Enter the system generated password provided in your email for “Old Password” and enter your new password in “New Password” and “Confirm Password”.

Note that passwords are case sensitive and the password criteria listed below must be followed:

- Password must be at least 8 characters in length
- Password must contain at least 1 number

5. Click “Change Password”. You will receive a system generated email confirming that your password was recently changed.



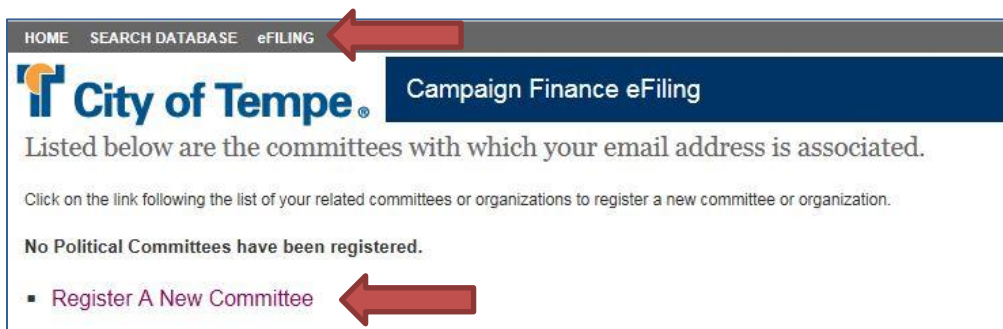
The screenshot shows a web interface for changing a password. At the top, there is a dark blue header bar with the text "Change Password" in white. Below this, the main content area is white. In the center, there is a light gray rectangular box containing the form. The form has the title "Change Password" in bold. Below the title, there are three input fields: "Old Password", "New Password", and "Confirm Password". Each field is a white rectangle with a thin gray border. To the right of the "Confirm Password" field, there is a gray button with the text "Change Password" in white. A large red arrow points from the bottom of the form box towards the button.

You may now use the new password to log on to the Campaign Finance eFiling System.

REGISTER A NEW COMMITTEE – STATEMENT OF ORGANIZATION

Once your email is verified, you can log on and register a new committee.

1. Click on the “eFiling” option at the top of the home page.
2. Click “Register A New Committee”.



HOME SEARCH DATABASE eFILING

City of Tempe Campaign Finance eFiling

Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

No Political Committees have been registered.

- [Register A New Committee](#)

3. Click “Statement of Organization”.



HOME SEARCH DATABASE eFILING

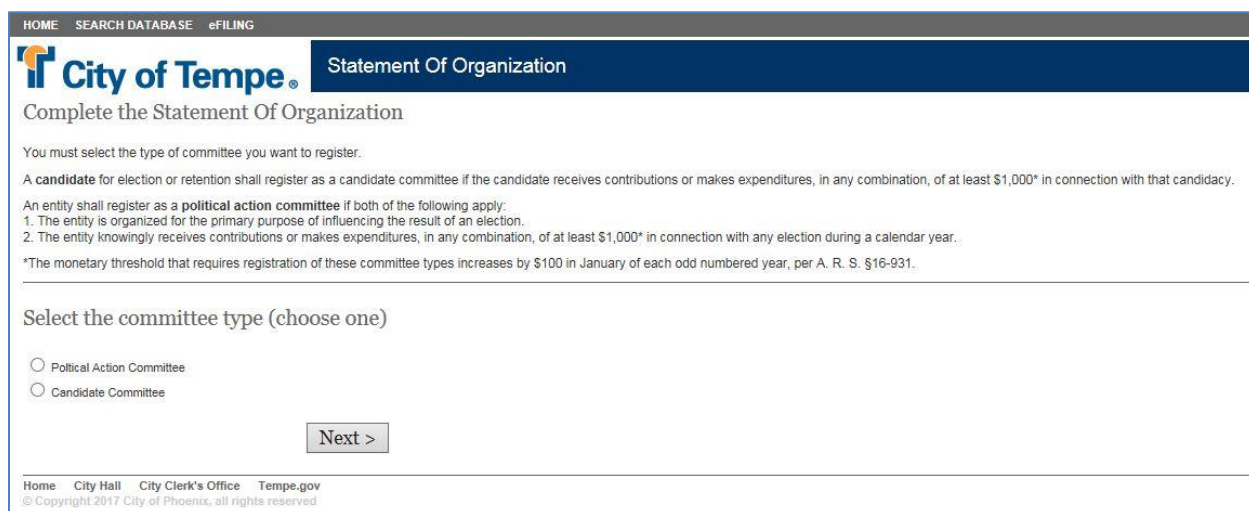
City of Tempe Register Political Committee

Select a Registration Type

- [Statement Of Organization](#)

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4. Select the type of committee and click “Next”.



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City of Tempe Statement Of Organization

Complete the Statement Of Organization

You must select the type of committee you want to register.

A **candidate** for election or retention shall register as a candidate committee if the candidate receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with that candidacy.

An entity shall register as a **political action committee** if both of the following apply:

1. The entity is organized for the primary purpose of influencing the result of an election.
2. The entity knowingly receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with any election during a calendar year.

*The monetary threshold that requires registration of these committee types increases by \$100 in January of each odd numbered year, per A. R. S. §16-931.

Select the committee type (choose one)


☐ Political Action Committee

☐ Candidate Committee

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Statement of Organization: Political Action Committee

Select Political Action Committee, click “Next” and follow the steps listed to register a Political Action Committee (PAC).

**City of Tempe**

Statement Of Organization

Complete the Statement Of Organization

Official Website of the City of Tempe

You must select the type of committee you want to register.

A **candidate** for election or retention shall register as a candidate committee if the candidate receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with that candidacy.

An entity shall register as a **political action committee** if both of the following apply:

1. The entity is organized for the primary purpose of influencing the result of an election.
2. The entity knowingly receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with any election during a calendar year.

*The monetary threshold that requires registration of these committee types increases by \$100 in January of each odd numbered year, per A. R. S. §16-931.

Select the committee type (choose one)

☒ Political Action Committee


☐ Candidate Committee

Next >

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1. Enter information about the PAC. Click “Next”.

**City of Tempe**

Statement Of Organization

Complete the Statement Of Organization

If the committee is a candidate committee, the name of the committee must include the candidate's first or last name. If the candidate is running for more than one office at one time, the name of the committee must also include the name of the office sought.

For a political action committee that is sponsored, the sponsor's name or commonly known nickname must be included in the committee name.

For additional information regarding registration of political committees, please see Arizona Revised Statutes, Title 16, Chapter 6, Article 1.1.

Enter information about the committee

Committee Name:

Phone # (if any):

Email:

Website (if any):

Enter COPID (If Applicable):

Committee's Mailing Address

Address Line 1

Address Line 2

City

State

Zip


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2. The Political Function section is optional. PACs may select any applicable Political Functions. Click “Next”.



Statement Of Organization

Complete the Statement Of Organization

Official Web Site of the City of Tempe

The following section is optional. Political Action Committees may select any of the following Political Functions that are applicable to their committee.

Political Function (optional)

Select any that apply

☐ Contributions

☐ Candidate-Related Independent Expenditures

☐ Ballot Measure Expenditures

☐ Recall Expenditures


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3. Enter information about the sponsoring organization, if applicable. Click “Next”.



Statement Of Organization

Complete the Statement Of Organization

A sponsor is any person that establishes, administers or contributes financial support to the administration of, or that has common or overlapping membership or officers with, a committee. An organization cannot sponsor a candidate committee.

Enter information about the sponsoring organization, if there is one.

If your Political Action Committee has a sponsoring organization, provide that information. If not, you may skip this step.

Sponsor's Name or Nickname:

Sponsor's Email:

Sponsor's Phone:

Sponsor's Website:

Sponsor's Mailing Address

Address Line 1

Address Line 2

City

State

Zip

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4. This section is intended for PACs to indicate their special status. If applicable select any that apply. Click “Next”.

 **Statement Of Organization**

Complete the Statement Of Organization

This section is intended for Political Action Committees to indicate their special status, if applicable.

A Separate Segregated Fund is a fund established by a corporation, limited liability company, labor organization or partnership that is required to register as a Political Action Committee.

A Standing Committee is a Political Action Committee or Political Party that is active in more than one reporting jurisdiction in this state and that files a Statement of Organization in a format prescribed by the Secretary of State. If your committee is a Standing Committee as defined in A.R.S. 16-901(48) and registered as such with the Secretary of State's office, you must include a copy of the time-stamped Statement of Organization that was filed with the Secretary of State's office along with your City of Tempe Statement of Organization.

Mega PAC status means official recognition that a Political Action Committee has received contributions from five hundred or more individuals in amounts of ten dollars or more in the four-year period immediately before application to the Secretary of State.

Special Status (if applicable)

Select any that apply

☐ Separate Segregated Fund of a Corporation, LLC, Partnership, or Union.


☐ Standing Committee (must also complete separate standing committee registration).

☐ Mega PAC (must provide proof of Mega PAC status to filing officer) (amended applications only)

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5. Enter information about the Committee Chairperson. Click “Next”.

 **Statement Of Organization**

Complete the Statement Of Organization

Each committee must have a Chairperson. The Chairperson will be a primary contact for questions about the committee.

Enter information about the Committee Chairperson.

Chairperson Name:

Phone #:

Email:

Occupation:

Employer:

Chairperson's Physical Residence

Address Line 1 Address Line 2

City State Zip

Chairperson's Mailing Address

☐ Please Check the box if same as above


Address Line 1 Address Line 2

City State Zip

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6. Enter information about the committee Treasurer. Click “Next”.



Statement Of Organization

Complete the Statement Of Organization

Each committee must have a Treasurer. A committee Treasurer is the custodian of the committee's books and accounts.

Enter information about the committee Treasurer.

Treasurer Name:

Phone #:

Email:

Occupation:

Employer:

Treasurer's Physical Residence

Address Line 1

Address Line 2

City

State

Zip

Treasurer's Mailing Address

☐ Please Check the box if same as above

Address Line 1

Address Line 2

City

State

Zip

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7. Enter the names of the financial institution(s) the committee will be using. Click “Next”.



Statement Of Organization

Complete the Statement Of Organization

A listing of all banks or Financial Institutions, do not list account numbers.

Enter the names of the financial institution(s) you will be using.

Financial Institution 1:

Financial Institution 2:

Financial Institution 3:

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- Click “PREVIEW” to review the Statement of Organization.

The screenshot shows the 'Statement Of Organization' form for the City of Tempe. The header includes the City of Tempe logo and the title 'Statement Of Organization'. Below the header, the text 'Complete the Statement Of Organization' is displayed. The main section is titled 'Review and then submit the Statement of Organization'. It contains a '< Back' button, a paragraph of instructions about reviewing the form and using Adobe Reader, and another paragraph about correcting data and using the BACK button. At the bottom, there are 'SUBMIT' and 'PREVIEW' buttons. A red arrow points to the 'PREVIEW' button. The footer includes links for 'Home', 'City Hall', 'City Clerk's Office', and 'Tempe.gov', along with a copyright notice for 2017.

After clicking “PREVIEW”, click “OK” on the Message from webpage pop-up screen stating “Please verify the details before submitting the data” to preview the Statement of Organization. If any errors are found, use the “Back” button in the eFiling System – do **NOT** use your internet browser’s back button.

This screenshot shows the same 'Statement Of Organization' form as the previous one, but with a pop-up message box titled 'Message from webpage'. The message box contains a yellow warning icon and the text 'Please verify the details before submitting the data.' Below the message is an 'OK' button. A red arrow points to the 'OK' button. Another red arrow points to the '< Back' button on the form. A third red arrow points to the 'PREVIEW' button. The rest of the form content is identical to the previous screenshot.

9. Once the information is verified, click “SUBMIT” and click “OK” on the Message from webpage pop-up screen stating that “By submitting this form, you are agreeing to all terms and conditions”.

HOME SEARCH DATABASE eFILING

City of Tempe Statement Of Organization

Complete the Statement Of Organization

Review and then submit the Statement of Organization

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Click on the PREVIEW button below to review the completed form for accuracy. To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

If it is necessary to correct any data, use the BACK button to find and fix the incorrect data. Then use the NEXT button to return to this screen and review your completed form again.

Once satisfied that all of the data is accurate, click on the SUBMIT button. You will receive an email message confirming that the data was received.

SUBMIT PREVIEW

Message from webpage

By submitting this form, you are agreeing to all terms and conditions.

OK

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10. After submitting the Statement of Organization, print the Statement of Organization, obtain the appropriate signatures and file it with the Tempe City Clerk's Office by attaching it in an email to clerk@tempe.gov or by mail to, or in person at, 31 East 5th Street, Tempe, AZ 85281. You will also receive an email with this information.

City of Tempe Political Committee Added

Sign and file the Statement of Organization

Print and review the Statement of Organization

Click on the printer icon below to view/print the completed Statement of Organization. Review it one more time for accuracy.

Sign the Statement of Organization

If the committee is a Candidate Committee, the candidate must sign and date the committee's Statement of Organization.

The Chairperson and Treasurer must both sign and date the committee's Statement of Organization. If the candidate is also the Chairperson and Treasurer of the committee, the candidate must sign and date all three signature lines on the Statement of Organization.

The Statement of Organization must be printed and signed.

File the Statement of Organization

The signed Statement of Organization must be filed in the office of the City Clerk before the committee registration is considered complete and a committee ID number is issued. If registering as a Standing Committee, the signed Statement of Organization filed and approved by the Secretary of State's Office must be filed along with the signed City of Tempe Statement of Organization.

A completed and signed Statement of Organization may be filed electronically by attaching it in an email to clerk@tempe.gov. Registration forms can also be mailed or filed in person with the Tempe City Clerk Department at the address below.

If you have any questions, please contact the City Clerk's Office.

City Clerk's Office
Tempe City Hall
31 East 5th Street, Second Floor
Tempe, AZ 85281
480-350-9241

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After the signed Statement of Organization has been filed with the Tempe City Clerk's Office, you will receive an email notifying you that the registration of your committee has been finalized, noting the City of Tempe ID #. The status of your committee will change from “Pending” to “Active” and you will have access to enter and file Campaign Finance Reports, amend your Statement of Organization or terminate the committee.

Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

Political Committee Name	Political Committee Type	Status
 City Clerk PAC Address: 31 East 5th Street Tempe AZ 85281 Phone:	Political Action Committee <div> Statement of Organization Last Filed Statement: 9/1/2017 3:05:00 PM Active </div> <div> Finance Reports Amendment Terminate </div>	Current Status: Active

Statement of Organization: Candidate Committee

Select Candidate Committee, click “Next” and follow the steps listed to register a Candidate Committee.

The screenshot shows the 'Statement Of Organization' form for a 'Candidate Committee'. The header includes the City of Tempe logo and the title 'Statement Of Organization'. Below the header, it says 'Complete the Statement Of Organization'. A note states: 'You must select the type of committee you want to register.' A definition of a candidate committee is provided: 'A candidate for election or retention shall register as a candidate committee if the candidate receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with that candidacy.' Another definition for a political action committee is provided: 'An entity shall register as a political action committee if both of the following apply: 1. The entity is organized for the primary purpose of influencing the result of an election. 2. The entity knowingly receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with any election during a calendar year.' A footnote states: '*The monetary threshold that requires registration of these committee types increases by \$100 in January of each odd numbered year, per A. R. S. §16-931.' The form asks to 'Select the committee type (choose one)' with two radio buttons: 'Political Action Committee' and 'Candidate Committee'. The 'Candidate Committee' option is selected. At the bottom, there are '< Back' and 'Next >' buttons. The footer includes links for Home, City Hall, City Clerk's Office, and Tempe.gov, along with a copyright notice for 2017.

City of Tempe® Statement Of Organization

Complete the Statement Of Organization

You must select the type of committee you want to register.

A **candidate** for election or retention shall register as a candidate committee if the candidate receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with that candidacy.

An entity shall register as a **political action committee** if both of the following apply:

1. The entity is organized for the primary purpose of influencing the result of an election.
2. The entity knowingly receives contributions or makes expenditures, in any combination, of at least \$1,000* in connection with any election during a calendar year.

*The monetary threshold that requires registration of these committee types increases by \$100 in January of each odd numbered year, per A. R. S. §16-931.

Select the committee type (choose one)

☐ Political Action Committee

☒ Candidate Committee

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1. Enter information about the candidate. Click “Next”.

The screenshot shows the 'Statement Of Organization' form for a 'Candidate Committee', specifically the 'Enter information about the candidate' section. The header includes the City of Tempe logo and the title 'Statement Of Organization'. Below the header, it says 'Complete the Statement Of Organization'. A note states: 'The candidate must be a registered voter residing in the City of Tempe.' The form asks to 'Enter information about the candidate.' and provides fields for: 'Candidate Name:', 'Phone #:', 'Email:', 'Candidate Website (if any):', 'Election Cycle for Office Sought (year the election will take place):', and 'Office Sought:'. Below these fields is a section for 'Candidate's Mailing Address' with fields for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip'. At the bottom, there are '< Back' and 'Next >' buttons. The footer includes links for Home, City Hall, City Clerk's Office, and Tempe.gov, along with a copyright notice for 2017.

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City of Tempe® Statement Of Organization

Complete the Statement Of Organization

The candidate must be a registered voter residing in the City of Tempe.

Enter information about the candidate.

Candidate Name:

Phone #:

Email:

Candidate Website (if any):

Election Cycle for Office Sought (year the election will take place): ?

Office Sought:

Candidate's Mailing Address

Address Line 1 Address Line 2

City State Zip

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2. Enter information about the committee. Click “Next”.

HOME SEARCH DATABASE eFILING

City of Tempe Statement Of Organization

Complete the Statement Of Organization

If the committee is a candidate committee, the name of the committee must include the candidate's first or last name. If the candidate is running for more than one office at one time, the name of the committee must also include the name of the office sought.
For a political action committee that is sponsored, the sponsor's name or commonly known nickname must be included in the committee name.
For additional information regarding registration of political committees, please see Arizona Revised Statutes, Title 16, Chapter 6, Article 1.1.

Enter information about the committee

Committee Name:
Phone # (if any):
Email:
Website (if any):

Committee's Mailing Address

Address Line 1 Address Line 2
City State Zip

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3. Enter information about the Committee Chairperson. Click “Next”.

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City of Tempe Statement Of Organization

Complete the Statement Of Organization

Each committee must have a Chairperson. The Chairperson will be a primary contact for questions about the committee.

Enter information about the Committee Chairperson.

Chairperson Name:
Phone #:
Email:
Occupation:
Employer:

Chairperson's Physical Residence

Address Line 1 Address Line 2
City State Zip

Chairperson's Mailing Address

☐ Please Check the box if same as above

Address Line 1 Address Line 2
City State Zip

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4. Enter information about the committee Treasurer. Click “Next”.

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City of Tempe Statement Of Organization

Complete the Statement Of Organization

Each committee must have a Treasurer. A committee Treasurer is the custodian of the committee's books and accounts.

Enter information about the committee Treasurer.

Treasurer Name:

Phone #:

Email:

Occupation:

Employer:

Treasurer's Physical Residence

Address Line 1 Address Line 2

City State Zip

Treasurer's Mailing Address

☐ Please Check the box if same as above

Address Line 1 Address Line 2

City State Zip

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5. Enter the names of the financial institution(s) the committee will be using. Click “Next”.

HOME SEARCH DATABASE eFILING

City of Tempe Statement Of Organization

Complete the Statement Of Organization

A listing of all banks or Financial Institutions, do not list account numbers.

Enter the names of the financial institution(s) you will be using.

Financial Institution 1:

Financial Institution 2:

Financial Institution 3:

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6. Click “PREVIEW” to review the Statement of Organization.

The screenshot shows the 'Statement Of Organization' form for the City of Tempe. The header includes the City of Tempe logo and the title 'Statement Of Organization'. Below the header, the text 'Complete the Statement Of Organization' is displayed. The main section is titled 'Review and then submit the Statement of Organization'. It contains a '< Back' button, instructions on how to preview and submit the form, and two buttons: 'SUBMIT' and 'PREVIEW'. A red arrow points to the 'PREVIEW' button. The footer includes links to 'Home', 'City Hall', 'City Clerk's Office', and 'Tempe.gov', along with a copyright notice for 2017.

After clicking “PREVIEW”, click “OK” on the Message from webpage pop-up screen stating “Please verify the details before submitting the data” to preview the Statement of Organization. If any errors are found, use the “Back” button in the eFiling System – do NOT use your internet browser’s back button.

This screenshot shows the same 'Statement Of Organization' form as the previous one, but with a pop-up message box titled 'Message from webpage'. The message box contains a warning icon and the text 'Please verify the details before submitting the data.' with an 'OK' button. A red arrow points to the 'OK' button. Another red arrow points to the '< Back' button on the form. A third red arrow points to the 'PREVIEW' button, which is now highlighted in blue. The rest of the form and footer are identical to the previous screenshot.

7. Once the information is verified, click “SUBMIT” and click “OK” on the Message from webpage pop-up screen stating that “By submitting this form, you are agreeing to all terms and conditions”.

8. After submitting the Statement of Organization, print the Statement of Organization, obtain the appropriate signatures and file it with the Tempe City Clerk's Office by attaching it in an email to clerk@tempe.gov or by mail to, or in person at, 31 East 5th Street, Tempe, AZ 85281. You will also receive an email with this information.

After the signed Statement of Organization has been filed with the Tempe City Clerk's Office, you will receive an email notifying you that the registration of your committee has been finalized, noting the City of Tempe ID #. The status of your committee will change from "Pending" to "Active" and you will have access to enter and file Campaign Finance Reports, amend your Statement of Organization or terminate the committee.

 Campaign Finance eFiling

Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

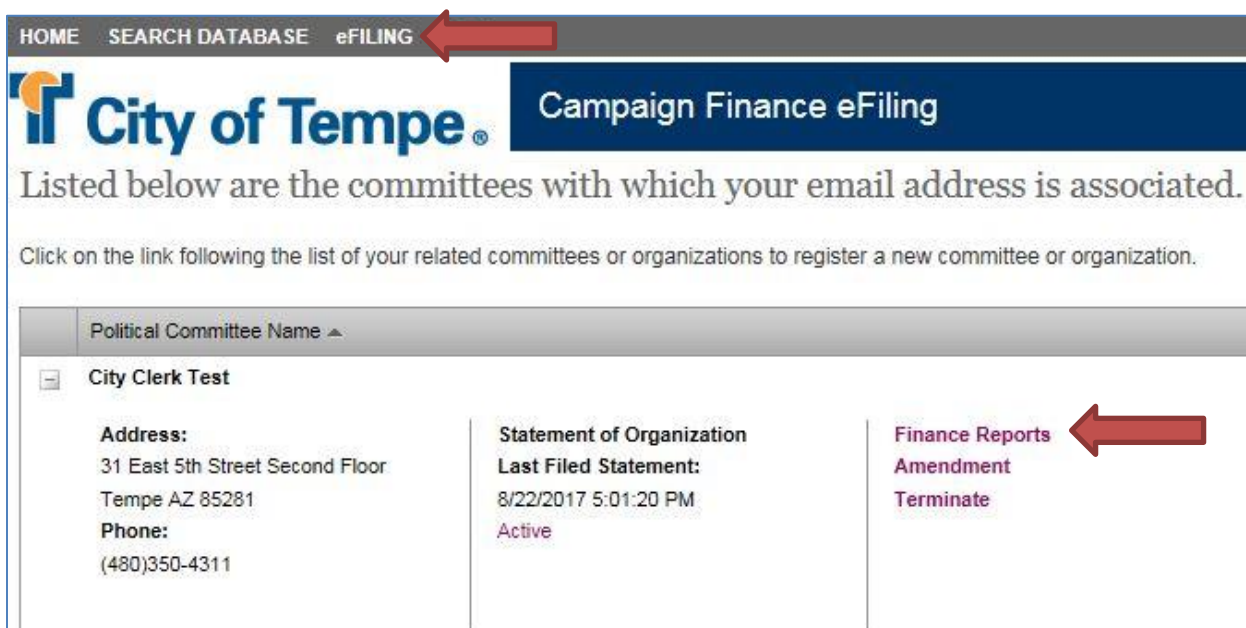
Political Committee Name	Political Committee Type	Status
<div><div> Campaign Finance</div><div>Address: 31 East 5th Street Tempe AZ 85281 Phone: (480)350-4311</div><div>Statement of Organization Last Filed Statement: 10/17/2017 3:29:09 PM Active</div></div>	Candidate Committee	Current Status: Active

[Finance Reports](#)
[Amendment](#)
[Terminate](#)

CAMPAIGN FINANCE REPORTS

Registered committees must use the eFiling System to file Campaign Finance Reports. When a committee member logs in to the system, the first screen that appears lists all affiliated committees. A list of all Campaign Finance Report schedules can be found in Appendix A.

1. Log on to the City of Tempe Campaign Finance eFiling System. Please note your password is case sensitive.
2. Click on “Finance Reports”.



HOME SEARCH DATABASE eFILING

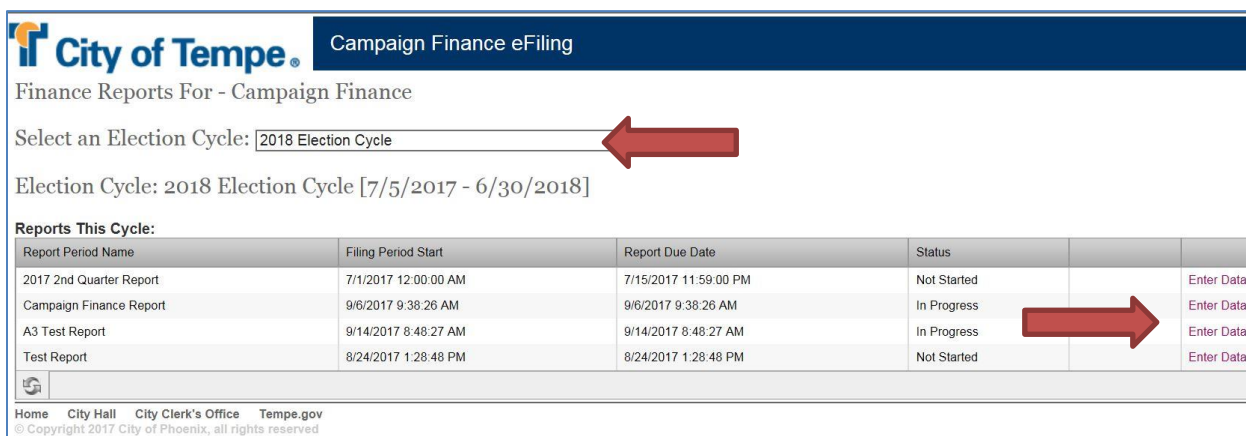
City of Tempe Campaign Finance eFiling

Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

Political Committee Name
City Clerk Test
Address: 31 East 5th Street Second Floor Tempe AZ 85281 Phone: (480)350-4311
Statement of Organization Last Filed Statement: 8/22/2017 5:01:20 PM Active
Finance Reports Amendment Terminate

3. At the top of the screen is a dropdown menu to Select the Election Cycle. Note: To review or amend a report from a previous cycle, select the applicable Election Cycle from this dropdown menu.
4. Select the option to “Enter Data” for the appropriate reporting period.



City of Tempe Campaign Finance eFiling

Finance Reports For - Campaign Finance

Select an Election Cycle: 2018 Election Cycle

Election Cycle: 2018 Election Cycle [7/5/2017 - 6/30/2018]

Reports This Cycle:

Report Period Name	Filing Period Start	Report Due Date	Status	Enter Data
2017 2nd Quarter Report	7/1/2017 12:00:00 AM	7/15/2017 11:59:00 PM	Not Started	Enter Data
Campaign Finance Report	9/6/2017 9:38:26 AM	9/6/2017 9:38:26 AM	In Progress	Enter Data
A3 Test Report	9/14/2017 8:48:27 AM	9/14/2017 8:48:27 AM	In Progress	Enter Data
Test Report	8/24/2017 1:28:48 PM	8/24/2017 1:28:48 PM	Not Started	Enter Data

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5. The “Enter Data” link will open the home page of the Campaign Finance Report Schedules. At any time you may click the ‘GO BACK TO REPORT LIST” link at the top of the report list to go back to the list of Campaign Finance Reports.



City of Tempe Campaign Finance Report - In Progress

Finance

Campaign Finance Report Reporting Period: 9/6/2017 thru 9/6/2017
Filing Period: 9/6/2017 thru 9/6/2017
Report Status: In Progress

To begin, choose a Schedule from the list to the left for which you have data to enter. When you have finished entering data for a schedule, you may choose another schedule from the list. To complete the summary page and file your report, click on "File This Report" at the bottom of the list of schedules on the left. To go back to the menu of campaign finance reports, click on "eFILING" above.

The Campaign Finance Report covers all activity that occurs between 9/6/2017 and 9/6/2017. The Campaign Finance Report must be filed no later than 11:59:59 p.m. on 9/6/2017 to be considered filed on time. The filing time is the time the report is received by the City of Tempe server. There are no exceptions.

A committee that fails to timely file a report shall pay the filing officer a penalty of ten dollars for each day that the filing is late during the first fifteen days after the filing deadline and twenty-five dollars for each subsequent day that the filing is late. Penalties accrue until the late report is filed and there is no maximum cap. (Full citation below)

[A.R.S. § 16-937 (B)] A committee that fails to timely file a report shall pay the filing officer a penalty of ten dollars for each day that the filing is late during the first fifteen days after the filing deadline and twenty-five dollars for each subsequent day that the filing is late. Penalties accrue until the late report is filed.

GO BACK TO REPORT LIST

- SCHEDULE A(1)(a)
- SCHEDULE A(1)(b)
- SCHEDULE A(1)(c)
- SCHEDULE A(1)(d)
- SCHEDULE A(1)(e)
- SCHEDULE A(1)(f)
- SCHEDULE A(1)(g)
- SCHEDULE A(1)(h)
- SCHEDULE A(1)(i)
- SCHEDULE A(1)(j)
- SCHEDULE A(2)(a)
- SCHEDULE A(2)(b)
- SCHEDULE A(2)(c)
- SCHEDULE A(2)(d)
- SCHEDULE A(3)
- SCHEDULE A(4)
- SCHEDULE A(5)(a)
- SCHEDULE A(5)(b)
- SCHEDULE A(5)(c)
- SCHEDULE A(5)(d)
- SCHEDULE A(5)(e)
- SCHEDULE A(5)(f)
- SCHEDULE A(5)(g)
- SCHEDULE A(5)(h)
- SCHEDULE A(5)(i)
- SCHEDULE A(6)
- SCHEDULE A(7)(a)
- SCHEDULE A(7)(b)
- SCHEDULE A(8)
- SCHEDULE A(9)

6. Candidate Committees are required to disclose contributions from lobbyists. Lobbyist information is required on the following Candidate Committee schedules:
- Schedule A(1)(A) – Monetary Contributions Received from Individuals – More than \$50 during Election Cycle
 - Schedule A(1)(D) – Monetary Contributions from Political Action Committees
 - Schedule A(1)(F) – Monetary Contributions from Partnerships
 - Schedule A(1)(J) – Refunds Given Back to Contributors
 - Schedule A(2)(A) – Loans Received
 - Schedule A(2)(B) – Forgiveness on Loans Received
 - Schedule A(2)(C) – Repayment on Loans Made
 - Schedule A(3) – Rebates and Refunds Received

- Schedule A(5)(A) – In-Kind Contributions Received from Individuals – More than \$50 During Election Cycle
- Schedule A(5)(D) – In-Kind Contributions from Political Action Committees
- Schedule A(5)(F) – In-Kind Contributions from Partnerships
- Schedule A(7)(A) – Extensions of Credit Received
- Schedule A(9) – Payments Received for Goods/Services
- Schedule A(10) – Outstanding Accounts Receivable / Debts Owed to Committee
- Schedule A(12) – Miscellaneous Receipts

Following is an example of Schedule A(1)(A) – Monetary Contributions Received from Individuals – More than \$50 During Election Cycle for a **Candidate Committee**. Requires Lobbyist information.

City Clerk Test
Lobbyist Test Report 2 Reporting Period: 8/30/2017 thru 8/30/2017
 Filing Period: 8/30/2017 thru 8/30/2017
 Report Status: In Progress

SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS - MORE THAN \$50 DURING ELECTION CYCLE

Schedule Items Schedule Total

Individual Contributor Information

First Name: Last Name:
 Address Line 1: Address Line 2:
 City:
 State: Zip:
 Occupation: Employer:
 Registered Lobbyist: ☐ Yes ☐ No Lobbyist ID Number:
 Amount Received: Date Contribution Received:
 Cumulative Amount this Reporting Period:
 Cumulative Amount this Election Cycle:

ADD NEW ENTRY

First Name	Last Name	Address	Amount Received	Reporting Period Total	Election Cycle Total	Received Date	Entry Date	Edit	Remove
No records to display.									
			Total: \$0.00						

Displaying items 0 - 0 of 0

*If contributions of \$50 or less are listed on Schedule A(1)(b), do not include them on Schedule A(1)(a).

Following is an example of Schedule A(1)(A) – Monetary Contributions Received From Individuals – More Than \$50 During Election Cycle for a Political Action Committee. No Lobbyist information required.

SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS - MORE THAN \$50 DURING ELECTION CYCLE

Schedule Items Schedule Total

Individual Contributor Information

First Name: Last Name:
 Address Line 1: Address Line 2:
 City:
 State: Zip:
 Occupation: Employer:
 Amount Received: Date Contribution Received:
 Cumulative Amount this Reporting Period:
 Cumulative Amount this Election Cycle:

ADD NEW ENTRY

First Name	Last Name	Address	Amount Received	Reporting Period Total	Election Cycle Total	Received Date	Entry Date	Edit	Remove
No records to display.									
Total: \$0.00									

Displaying items 0 - 0 of 0

*If contributions of \$50 or less are listed on Schedule A(1)(b), do not include them on Schedule A(1)(a).

- Most of the reporting schedules have two tabs for data entry. The first tab is the “Schedule Items” tab to make entries on a schedule. Enter the required information for the total amount received/dispursed for the Reporting Period and Election Cycle as applicable for each individual entry in the “Cumulative Amount this Reporting Period” and “Cumulative Amount this Election Cycle” fields.

After completing an entry, click “Add New Entry”.

SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS - MORE THAN \$50 DURING ELECTION CYCLE

Schedule Items

Individual Contributor Information

First Name: Last Name:
 Address Line 1: Address Line 2:
 City:
 State: Zip:
 Occupation: Employer:
 Amount Received: Date Contribution Received:
 Cumulative Amount this Reporting Period:
 Cumulative Amount this Election Cycle:

ADD NEW ENTRY

First Name	Last Name	Address	Amount Received	Reporting Period Total	Election Cycle Total	Received Date	Entry Date	Edit	Remove
No records to display.									
Total: \$0.00									

Displaying items 0 - 0 of 0

*If contributions of \$50 or less are listed on Schedule A(1)(b), do not include them on Schedule A(1)(a).

Enter the “Total Cumulative Amount for this Election Cycle” for the schedule in the “Schedule Total” tab and click “Save Schedule Total”. You must enter data in this tab on all schedules with activity prior to filing the report.

City of Tempe. 2017 2nd Quarter Report - In Progress

City Clerk Test
2017 2nd Quarter Report
Reporting Period: 4/1/2017 thru 6/30/2017
Filing Period: 7/1/2017 thru 7/15/2017
Report Status: In Progress

SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS - MORE THAN \$50 DURING ELECTION CYCLE

Schedule Items Schedule Total

Schedule Total
Total Cumulative Amount this Election Cycle: 0

SAVE SCHEDULE TOTAL

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If you attempt to leave a schedule without entering data in this tab, a Message from webpage will pop up alerting you that the “Schedule Total” tab is incomplete.

SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS - MORE THAN \$50 DURING ELECTION CYCLE

Schedule Items Schedule Total

Individual Contributor Information

First Name: Last Name: Address Line 1: Address Line 2: City: State: Zip: Occupation: Employer: Registered Lobbyist: Yes No Lobbyist ID Number: Amount Received: Date Contribution Received: Cumulative Amount this Reporting Period: Cumulative Amount this Election Cycle:

Message from webpage
Warning: No Total Cumulative Amount this Election Cycle has been entered for this Schedule. Please click on the Schedule Total tab to complete this data.

OK Cancel

Total: \$0.00

Displaying items 0 - 0 of 0

*If contributions of \$50 or less are listed on Schedule A(1)(b), do not include them on Schedule A(1)(a).

If you do not need to enter data on one or more of the schedules, you may skip over the schedule(s).

Note: Do NOT use the dollar symbol (\$) when entering dollar amounts into any of the schedules. As an example, if entering one-thousand dollars, enter the amount as 1,000 or 1000.

8. Once data has been entered into all of the applicable schedules, scroll to the bottom of the schedule list and click “File This Report”. By clicking this link you are NOT filing the report. A summary of the Campaign Finance Report will be generated for review of the data that has been entered.




9. There are three required fields in the “Financial Summary” section. You must enter data into all three fields each time you file a Campaign Finance Report; enter “0” if there is nothing to report in the field(s). Do not use the dollar symbol when entering data into these fields. As an example, if entering one-thousand dollars, enter the amount as 1,000 or 1000.

- (a) Committee value at the beginning of this reporting period. Enter the balance at the close of the prior reporting period. This amount is found on the previous Campaign Finance Report.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)	<input type="text"/>	<input type="text"/>
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	0	<input type="text"/>
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	0	<input type="text"/>
(d) = Balance at close of reporting period	0.00	<input type="text"/>
<input type="checkbox"/> Check here if no financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		


- (b) Total receipts (from “Summary of Receipts”, line 13 (cash column) for the election cycle to date). Add the Total Receipts balance for this reporting period to the Total receipts “Election Cycle to Date” from the previous Campaign Finance Report and enter that amount.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from “Summary of Receipts,” line 13 (cash column) for this reporting period)	0	
(c) - Total disbursements (from “Summary of Disbursements,” line 16 (cash column) for this reporting period)	0	
(d) = Balance at close of reporting period	0.00	
<input type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		



- (c) – Total disbursements (from “Summary of Disbursements”, line 16 (cash column) for the election cycle to date). Add the Total Disbursements balance for this reporting period to the Total disbursements “Election Cycle to Date” from the previous Campaign Finance Report and enter that amount.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from “Summary of Receipts,” line 13 (cash column) for this reporting period)	0	
(c) - Total disbursements (from “Summary of Disbursements,” line 16 (cash column) for this reporting period)	0	
(d) = Balance at close of reporting period	0.00	
<input type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		



10. There are two required fields in the “Summary of Receipts” section. You must enter data into these fields each time you file a Campaign Finance Report; enter “0” if there is nothing to report in the field(s). Do not use the dollar symbol when entering data into these fields. As an example, if entering one-thousand dollars, enter the amount as 1,000 or 1000.

- Schedule A(11): Transfer In Surplus Monies / Transfer Out Debt (use cash and/or equity as applicable). This field must be completed for both “Cash” and “Equity” columns in order to file the report.
- Schedule A(12): Miscellaneous Receipts. This field must be completed for both “Cash” and “Equity” columns in order to file the report.

SUMMARY OF RECEIPTS (Schedule A):

Receipts	Cash	Equity
1. Monetary Contributions Received		
(a) Individuals - More than \$50	0	
(b) Individuals - \$50 or Less (Aggregate)	0	
(c) Candidate Committees	0	
(d) Political Action Committees	0	
(e) Political Parties	0	
(f) Partnerships	0	
(g) Corporations & Limited Liability Companies (PACs & Political Parties Only)	0	
(h) Labor Organizations (PACs & Political Parties Only)	0	
(i) Candidate's Personal Monies (Candidate Committees Only)	0	
(j) Monetary Contributions Subtotal (add 1(a) through 1(i))	0	
(k) Refunds Given Back to Contributors	0	
(l) Net Monetary Contributions (subtract 1(k) from 1(j))	0	
2. Loans		
(a) Loans Received	0	
(b) Forgiveness on Loans Received		0
(c) Repayment on Loans Made	0	
(d) Interest Accrued on Loans Made	0	
(e) Loans Subtotal (cash: add 2(a), 2(c) & 2(d))	0	
3. Rebates and Refunds Received	0	
4. Interest Accrued on Committee Monies	0	
5. In-Kind Contributions Received		
(a) Individuals - More than \$50		0
(b) Individuals - \$50 or Less (Aggregate)		0
(c) Candidate Committees		0
(d) Political Action Committees		0
(e) Political Parties		0
(f) Partnerships		0
(g) Corporations & Limited Liability Companies (PACs & Political Parties Only)		0
(h) Labor Organizations (PACs & Political Parties Only)		0
(i) Candidate's Personal Assets or Property (Candidate Committees Only)		0
(j) In-Kind Contributions Subtotal (equity: add 5(a) through 5(i))		0
6. In-Kind Donations Received (Non-Contributions) (Political Parties Only)		0
7. Extensions of Credit		
(a) Extensions of Credit Received		0
(b) Payments on Extensions of Credit Received		0
(c) Net Extensions of Credit (subtract 7(b) from 7(a))		0
8. Joint Fundraising / Shared Expense Payments Received	0	
9. Payments Received for Goods / Services	0	
10. Outstanding Accounts Receivable / Debts Owed to Committee		0
11. Transfer In Surplus Monies / Transfer Out Debt (use cash and/or equity as applicable)		
12. Miscellaneous Receipts		
13. Total Receipts (cash: add 1(l), 2(e), 3-4, 8-9, 11-12; equity: add 2(b), 5(j), 6-7, 10-12)	0.00	0.00

11. There are four required fields in the "Summary of Disbursements" section. You must enter data into these fields each time you file a Campaign Finance Report; enter "0" if there is nothing to report in the field(s). Do not use the dollar symbol when entering data into these fields. As an example, if entering one-thousand dollars, enter the amount as 1,000 or 1000.

- Schedule B(4): Rebates and Refunds Made (Non-Contributions). This field must be completed for both "Cash" and "Equity" columns in order to file the report.
- Schedule B(13): Transfer Out Surplus Monies / Transfer In Debt (use cash and/or equity as applicable). This field must be completed for both "Cash" and "Equity" columns in order to file the report.
- Schedule B(14): Miscellaneous Disbursements. This field must be completed for both "Cash" and "Equity" columns in order to file the report.
- Schedule 15: Aggregate of Disbursements - \$250 or Less. This field must be completed for both "Cash" and "Equity" columns in order to file the report.

SUMMARY OF DISBURSEMENTS (Schedule B):

Disbursements	Cash	Equity
1. Disbursements for Operating Expenses	0	
2. Contributions Made		
(a) Candidate Committees	0	
(b) Political Action Committees	0	
(c) Political Parties	0	
(d) Partnerships	0	
(e) Corporations & Limited Liability Companies (PAC & Political Parties Only)	0	
(f) Labor Organizations (PAC & Political Parties Only)	0	
(g) Monetary Contributions Subtotal (add 2(a) through 2(f))	0	
(h) Contribution Refunds Provided to the Reporting Committee	0	
(i) Monetary Contributions Total (subtract 2(h) from 2(g))	0	
3. Loans		
(a) Loans Made	0	
(b) Loan Guarantees Made		0
(c) Forgiveness on Loans Made		0
(d) Repayment of Loans Received	0	
(e) Accrued Interest on Loans Received	0	
(f) Total Loans (cash: add 3(a), 3(d) & 3(e); equity: add 2(b) & 2(c))	0	0
4. Rebates and Refunds Made (Non-Contributions)		
5. Value of In-Kind Contributions Provided		
(a) Candidate Committees		0
(b) Political Action Committees		0
(c) Political Parties		0
(d) Partnerships		0
(e) Corporations & Limited Liability Companies (PAC & Political Parties Only)		0
(f) Labor Organizations (PAC & Political Parties Only)		0
(j) Contributions Subtotal (add 5(a) through 5(f))		0
6. Independent Expenditures Made	0	
7. Ballot Measure Expenditures Made	0	
8. Recall Expenditures Made	0	
9. Support Provided to Party Nominees (Political Parties Only)	0	
10. Joint Fundraising / Shared Expense Payments Made	0	
11. Reimbursements Made	0	
12. Outstanding Accounts Payable / Debts Owed by Committee		0
13. Transfer Out Surplus Monies / Transfer In Debt (use cash and/or equity as applicable)		
14. Miscellaneous Disbursements		
15. Aggregate of Disbursements - \$250 or Less		
16. Total Disbursements (cash: add 1, 2(i), 3(f), 6-11 & 13-15; equity: add 3(f), 5(j), & 12-15)	0.00	0.00

12. After reviewing all data and making any necessary changes to the individual schedule(s), enter the treasurer's name (exactly as it appears on the Statement of Organization) in the box at the bottom of the page. Click the "PREVIEW REPORT" button to review a PDF of the report before filing it. For security purposes, the report cannot be previewed or filed if the treasurer's name is invalid.

13. Click the "I Agree/File Report" button to file the Campaign Finance Report.

To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Type Name of Treasurer: Date: 8/29/2017

14. Once the report has been filed, the status will change from “In Progress” to “Filed” and the options to view the filed Finance Report (Adobe PDF link), “View Data” and “Amend & File a Finance Report” are available.

City of Tempe Campaign Finance eFiling

Finance Reports For - Campaign Finance

Select an Election Cycle: 2018 Election Cycle

Election Cycle: 2018 Election Cycle [7/5/2017 - 6/30/2018]

Reports This Cycle:

Report Period Name	Filing Period Start	Report Due Date	Status		
Campaign Finance Report	9/6/2017 9:38:26 AM	9/6/2017 9:38:26 AM	Filed	Adobe PDF	View Data Amend & File a Finance Report

Note: At any time before filing a Campaign Finance Report, options are available to add, edit or remove any of the information by going to the schedule(s), and selecting “Add New Entry”, “Edit” an entry or “Remove” an entry.

SCHEDULE A(1)(A) - MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS - MORE THAN \$50 DURING ELECTION CYCLE

Schedule Items | Schedule Total

Individual Contributor Information

First Name: Last Name:

Address Line 1: Address Line 2:

City: State: Zip:

Occupation: Employer:

Registered Lobbyist: ☐ Yes ☐ No Lobbyist ID Number:

Amount Received: Date Contribution Received:

Cumulative Amount this Reporting Period:

Cumulative Amount this Election Cycle:

[ADD NEW ENTRY](#)

	First Name	Last Name	Address	Amount Received	Reporting Period Total	Election Cycle Total	Received Date	Entry Date	Edit	Remove
City	Clerk		31 E 5th Street, Tempe AZ 85281	\$100.00	\$100.00	\$100.00	08/28/2017	08/31/2017	Edit	Remove
				Total: \$100.00						

Displaying items 1 - 1 of 1

*If contributions of \$50 or less are listed on Schedule A(1)(b), do not include them on Schedule A(1)(a).

NO ACTIVITY REPORT

Registered committees must use the eFiling System to file a No Activity Report. When a committee member logs into the system, the first screen that appears lists all affiliated committees.

1. Log on to the City of Tempe Campaign Finance eFiling System. Please note your password is case sensitive.
2. Click on “Finance Reports” under the committee name.



HOME SEARCH DATABASE eFILING Admin

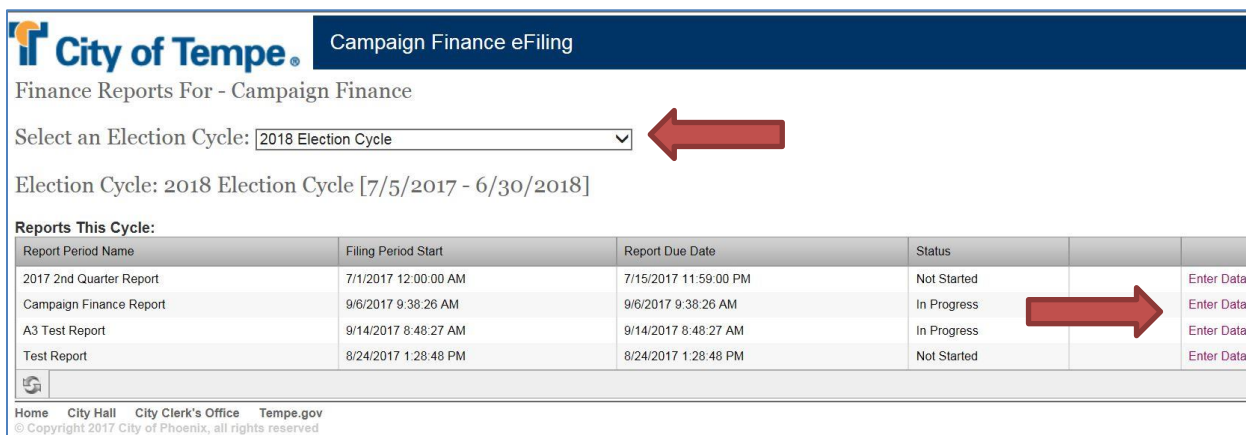
City of Tempe Campaign Finance eFiling

Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

Political Committee Name
<div><div></div>City Clerk Test</div> <div><p>Address: 31 East 5th Street Second Floor Tempe AZ 85281 Phone: (480)350-4311</p><p>Statement of Organization Last Filed Statement: 8/22/2017 5:01:20 PM Active</p><p>Finance Reports Amendment Terminate</p></div>

3. At the top of the screen is a dropdown menu to Select the Election Cycle. Note: To review or amend a report from a previous cycle, select the applicable Election Cycle from this dropdown menu.
4. Select the option to “Enter Data” for the appropriate reporting period.



City of Tempe Campaign Finance eFiling

Finance Reports For - Campaign Finance

Select an Election Cycle: 2018 Election Cycle

Election Cycle: 2018 Election Cycle [7/5/2017 - 6/30/2018]

Reports This Cycle:

Report Period Name	Filing Period Start	Report Due Date	Status	
2017 2nd Quarter Report	7/1/2017 12:00:00 AM	7/15/2017 11:59:00 PM	Not Started	Enter Data
Campaign Finance Report	9/6/2017 9:38:26 AM	9/6/2017 9:38:26 AM	In Progress	Enter Data
A3 Test Report	9/14/2017 8:48:27 AM	9/14/2017 8:48:27 AM	In Progress	Enter Data
Test Report	8/24/2017 1:28:48 PM	8/24/2017 1:28:48 PM	Not Started	Enter Data

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5. After clicking the “Enter Data” link, you will be taken to the home page of the Campaign Finance Report Schedules.
6. Navigate to the Financial Summary page by clicking the “File This Report” link at the bottom of the schedule list to generate a summary of your Campaign Finance Report. By clicking this link you are NOT filing the report. A summary of the Campaign Finance Report will be generated for review.



7. Check the box in the last row of the Financial Summary window “Check here if no financial activity during the reporting period. Lines (a)-(c) must be completed, but only this cover page need be filed”. Enter “0” if there is nothing to report in the field(s). Do not use the dollar symbol (\$) when entering data into these fields. As an example, if entering one-thousand dollars, enter the amount as 1,000 or 1000.


FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	0.00	
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	0.00	
(d) = Balance at close of reporting period	0.00	
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		

- (a) Committee value at the beginning of this reporting period. Enter the balance at the close of the prior reporting period. This amount is found on the previous Campaign Finance Report.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from "Summary of Receipts," line 13 (cash column) for this reporting period)	0.00	
(c) - Total disbursements (from "Summary of Disbursements," line 16 (cash column) for this reporting period)	0.00	
(d) = Balance at close of reporting period	0.00	
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		


- (b) Total receipts (from “Summary of Receipts”, line 13 (cash column) for the election cycle to date). Enter the amount for Total Receipts in the “Election Cycle to Date” column. This amount is found on the previous Campaign Finance Report.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from “Summary of Receipts,” line 13 (cash column) for this reporting period)	0.00	
(c) - Total disbursements (from “Summary of Disbursements,” line 16 (cash column) for this reporting period)	0.00	
(d) = Balance at close of reporting period	0.00	
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		



- (c) – Total disbursements (from “Summary of Disbursements”, line 16 (cash column) for this reporting period). Enter the amount for Total Disbursements in the “Election Cycle to Date” column. This amount is found on the previous Campaign Finance Report.

FINANCIAL SUMMARY		
Activity	Cash Activity This Reporting Period	Election Cycle to Date
(a) Committee value at the beginning of this reporting period (i.e. ending balance from the previous reporting period)		
(b) + Total receipts (from “Summary of Receipts,” line 13 (cash column) for this reporting period)	0.00	
(c) - Total disbursements (from “Summary of Disbursements,” line 16 (cash column) for this reporting period)	0.00	
(d) = Balance at close of reporting period	0.00	
<input checked="" type="checkbox"/> Check here if <u>no</u> financial activity during the reporting period. Lines (a)-(d) still must be completed, but only this cover page need be filed.		



This box may be checked or unchecked at any time in the data entry process before a report is filed.

- After reviewing the data entered into rows a, b and c, enter the treasurer’s name (exactly as it appears on the Statement of Organization) in the box at the bottom of the page. Click the “PREVIEW REPORT” button to review a PDF of the report before filing it. **For security purposes, the report cannot be previewed or filed if the treasurer’s name is invalid.**

9. Click the “I Agree/File Report” button to file the Campaign Finance Report.

To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

[PREVIEW REPORT](#)

I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Type Name of Treasurer: Date: 8/29/2017 [I Agree/File Report](#)

10. Once the report has been filed, the status will change from “In Progress” to “Filed” and the options to view the filed Finance Report (Adobe PDF link), “View Data” and “Amend & File a Finance Report” are available.

City of Tempe Campaign Finance eFiling

Finance Reports For - Campaign Finance

Select an Election Cycle:

Election Cycle: 2018 Election Cycle [7/5/2017 - 6/30/2018]

Reports This Cycle:

Report Period Name	Filing Period Start	Report Due Date	Status		
Campaign Finance Report	9/6/2017 9:38:26 AM	9/6/2017 9:38:26 AM	Filed	Adobe PDF	View Data Amend & File a Finance Report

STATEMENT OF ORGANIZATION AMENDMENT

Any committee may amend their Statement of Organization at any time.

1. Log on to the City of Tempe Campaign Finance eFiling System. Please note your password is case sensitive.
2. Click "Amendment".



HOME SEARCH DATABASE eFILING Admin

City of Tempe Campaign Finance eFiling


Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

Political Committee Name ▲			
<input type="checkbox"/> City Clerk Test	Address: 31 East 5th Street Second Floor Tempe AZ 85281 Phone: (480)350-4311	Statement of Organization Last Filed Statement: 8/22/2017 5:01:20 PM Active	Finance Reports Amendment ← Terminate

The link will direct you through the same set of screens that were used to register your committee. The original data from the Statement of Organization is populated in each field. Navigate through the screens used when initially registering a committee and edit the applicable field(s) to amend the Statement of Organization.

3. To complete the amendment, print the amended Statement of Organization, obtain the appropriate signatures and file it with the Tempe City Clerk's Office by attaching it in an email to clerk@tempe.gov or by mail to, or in person at, 31 East 5th Street, Tempe, AZ 85281. You will also receive an email with this information.





Political Committee Added

Sign and file the Statement of Organization

Print and review the Statement of Organization

Click on the printer icon below to view/print the completed Statement of Organization. Review it one more time for accuracy.

Sign the Statement of Organization

If the committee is a Candidate Committee, the candidate must sign and date the committee's Statement of Organization.

The Chairperson and Treasurer must both sign and date the committee's Statement of Organization. If the candidate is also the Chairperson and Treasurer of the committee, the candidate must sign and date all three signature lines on the Statement of Organization.

The Statement of Organization must be printed and signed.

File the Statement of Organization

The signed Statement of Organization must be filed in the office of the City Clerk before the committee registration is considered complete and a committee ID number is issued. If registering as a Standing Committee, the signed Statement of Organization filed and approved by the Secretary of State's Office must be filed along with the signed City of Tempe Statement of Organization.

A completed and signed Statement of Organization may be filed electronically by attaching it in an email to clerk@tempe.gov. Registration forms can also be mailed or filed in person with the Tempe City Clerk Department at the address below.

If you have any questions, please contact the City Clerk's Office.

City Clerk's Office
Tempe City Hall
31 East 5th Street, Second Floor
Tempe, AZ 85281
480-350-8241

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[City Hall](#)
[City Clerk's Office](#)
[Tempe.gov](#)

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After the amended Statement of Organization has been filed with the Tempe City Clerk's Office, you will receive an email notifying you that the registration of your committee has been finalized, noting the City of Tempe ID #. The status of your committee will change from "Pending" to "Active" and you will have access to enter and file Campaign Finance Reports, amend your Statement of Organization or terminate the committee.



Campaign Finance eFiling

Listed below are the committees with which your email address is associated.

Click on the link following the list of your related committees or organizations to register a new committee or organization.

Political Committee Name	Political Committee Type	Status
<div>  Campaign Finance </div> <div> Address: 31 East 5th Street Tempe AZ 85281 Phone: (480)350-4311 </div> <div> Statement of Organization Last Filed Statement: 10/17/2017 3:29:09 PM Active </div> <div> <div> Finance Reports Amendment Terminate </div> </div>	Candidate Committee	<div>Current Status: Active</div>

1. Log on to the City of Tempe Campaign Finance eFiling System. Please note your password is case sensitive.
2. Navigate to the committee you wish to terminate and click "Terminate".

3. Upon clicking “Terminate”, the Statement of Organization Termination page will be displayed populated with the committee information. The screen will display a declaration that you are agreeing to by filing a Termination Statement. Click the “PREVIEW” button to review the Termination Statement for accuracy before clicking ‘SUBMIT’.

City of Tempe
Complete the Statement Of Organization Termination

Review and submit the Termination for Statement of Organization

Committee Name: City Clerk Test
Mailing Address: 31 East 5th Street Second Floor, Tempe AZ 85281
Email Address: clerk@tempe.gov
Phone Number: (480)350-4311
Website:
Chairperson Name: City Clerk
Treasurer: City Clerk

Click on the PREVIEW button below to review the completed form for accuracy.
 To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).

Once satisfied that all of the data is accurate, click on the SUBMIT button. You will receive an email message confirming that the data was received.

I declare under penalty of perjury that the foregoing information is true and correct. I further declare that:
 (1) the committee will no longer receive any contributions or make any disbursements; (2) the committee either (a) has no outstanding debts or obligations, or (b) has outstanding debts or obligations that are all more than five years old, and the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee; (3) any surplus monies have been disposed of and that the committee has no cash on hand; and (4) all contributions and expenditures have been reported, including any disposal of surplus monies.

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- After clicking 'SUBMIT', a Message from webpage screen will pop-up with the message "By submitting this form, you are agreeing to all terms and conditions. Click "OK".

City of Tempe
Complete the Statement Of Organization Termination

Review and submit the Termination for Statement of Organization

Committee Name: City Clerk Test
Mailing Address: 31 East 5th Street Second Floor, Tempe AZ 85281
Email Address: clerk@tempe.gov
Phone Number: (480)350-4311
Website:
Chairperson Name: City Clerk
Treasurer: City Clerk

Message from webpage

 By submitting this form, you are agreeing to all terms and conditions.

Click on the PREVIEW button below to review the completed form for accuracy.
 To preview this document, Adobe Reader must be installed. Adobe Reader can be found [HERE](#).


Once satisfied that all of the data is accurate, click on the SUBMIT button. You will receive an email message confirming that the data was received.

I declare under penalty of perjury that the foregoing information is true and correct. I further declare that:
 (1) the committee will no longer receive any contributions or make any disbursements; (2) the committee either (a) has no outstanding debts or obligations, or (b) has outstanding debts or obligations that are all more than five years old, and the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee; (3) any surplus monies have been disposed of and that the committee has no cash on hand; and (4) all contributions and expenditures have been reported, including any disposal of surplus monies.

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5. To complete the termination, print the Termination Statement, obtain the appropriate signatures and file it with the Tempe City Clerk's Office by attaching it in an email to clerk@tempe.gov or by mail to, or in person at, 31 East 5th Street, Tempe, AZ 85281. You will also receive an email with this information.

If required, the committee's Final Campaign Finance Report must also have been filed, using the City of Tempe Campaign Finance eFiling System.





Political Committee Added

Sign and file the Termination Statement

Print and review the Termination Statement

Click on the printer icon below to view/print the completed Termination Statement. Review it one more time for accuracy.



Sign the Termination Statement

If the committee is a Candidate Committee, the candidate must sign and date the committee's Termination Statement.

The Chairperson and Treasurer must both sign and date the committee's Termination Statement. If the candidate is also the Chairperson and Treasurer of the committee, the candidate must sign and date all three signature lines on the Termination Statement.

The Termination Statement must be printed and signed.

If you have any questions, please contact the City Clerk's Office.

City Clerk's Office
Tempe City Hall
31 East 5th Street, Second Floor
Tempe, AZ 85281
480-350-8241

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6. The committee is not closed until receipt and acceptance of the Termination Statement by the Tempe City Clerk. Once the Termination Statement is filed, the committee will no longer be required to file Campaign Finance Reports.
7. Once the signed Termination Statement has been filed and approved, all committee members will receive an automatically generated email from the system confirming that the Termination Statement has been approved.

APPENDIX A – CAMPAIGN FINANCE REPORT SCHEDULES

	RECEIPTS
SCHEDULE A(1)(a)	MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS – MORE THAN \$50 DURING ELECTION CYCLE
SCHEDULE A(1)(b)	MONETARY CONTRIBUTIONS RECEIVED FROM INDIVIDUALS – \$50 OR LESS (AGGREGATE)
SCHEDULE A(1)(c)	MONETARY CONTRIBUTIONS FROM CANDIDATE COMMITTEES
SCHEDULE A(1)(d)	MONETARY CONTRIBUTIONS FROM POLITICAL ACTION COMMITTEES
SCHEDULE A(1)(e)	MONETARY CONTRIBUTIONS FROM POLITICAL PARTIES
SCHEDULE A(1)(f)	MONETARY CONTRIBUTIONS FROM PARTNERSHIPS
SCHEDULE A(1)(g)	MONETARY CONTRIBUTIONS FROM CORPORATIONS AND LLCs
SCHEDULE A(1)(h)	MONETARY CONTRIBUTIONS FROM LABOR ORGANIZATIONS
SCHEDULE A(1)(i)	MONETARY CONTRIBUTIONS FROM CANDIDATE'S PERSONAL MONIES
SCHEDULE A(1)(j)	REFUNDS GIVEN BACK TO CONTRIBUTORS
SCHEDULE A(2)(a)	LOANS RECEIVED
SCHEDULE A(2)(b)	FORGIVENESS ON LOANS RECEIVED
SCHEDULE A(2)(c)	REPAYMENTS ON LOANS MADE
SCHEDULE A(2)(d)	INTEREST ACCRUED ON LOANS MADE
SCHEDULE A(3)	REBATES AND REFUNDS RECEIVED
SCHEDULE A(4)	INTEREST ACCRUED ON COMMITTEE MONIES
SCHEDULE A(5)(a)	IN-KIND CONTRIBUTIONS RECEIVED FROM INDIVIDUALS – MORE THAN \$50 DURING ELECTION CYCLE
SCHEDULE A(5)(b)	IN-KIND CONTRIBUTIONS RECEIVED FROM INDIVIDUALS – \$50 OR LESS (AGGREGATE)
SCHEDULE A(5)(c)	IN-KIND CONTRIBUTIONS FROM CANDIDATE COMMITTEES
SCHEDULE A(5)(d)	IN-KIND CONTRIBUTIONS FROM POLITICAL ACTION COMMITTEES
SCHEDULE A(5)(e)	IN-KIND CONTRIBUTIONS FROM POLITICAL PARTIES
SCHEDULE A(5)(f)	IN-KIND CONTRIBUTIONS FROM PARTNERSHIPS
SCHEDULE A(5)(g)	IN-KIND CONTRIBUTIONS FROM CORPORATIONS AND LLCs
SCHEDULE A(5)(h)	IN-KIND CONTRIBUTIONS FROM LABOR ORGANIZATIONS
SCHEDULE A(5)(i)	IN-KIND CONTRIBUTIONS FROM CANDIDATE'S PERSONAL ASSETS OR PROPERTY
SCHEDULE A(6)	IN-KIND CONTRIBUTIONS (NON-CONTRIBUTIONS) (PACS ONLY)
SCHEDULE A(7)(a)	EXTENSIONS OF CREDIT RECEIVED
SCHEDULE A(7)(b)	PAYMENTS ON EXTENSIONS OF CREDIT RECEIVED
SCHEDULE A(8)	JOINT FUNDRAISING / SHARED EXPENSE PAYMENTS RECEIVED
SCHEDULE A(9)	PAYMENTS RECEIVED FOR GOODS/SERVICES
SCHEDULE A(10)	OUTSTANDING ACCOUNTS RECEIVABLE / DEBTS OWED TO COMMITTEE
SCHEDULE A(11)	TRANSFER IN SURPLUS MONIES / TRANSFER OUT DEBT
SCHEDULE A(12)	MISCELLANEOUS RECEIPTS

	DISBURSEMENTS
SCHEDULE B(1)	DISBURSEMENTS FOR OPERATING EXPENSES
SCHEDULE B(2)(a)	MONETARY CONTRIBUTIONS TO CANDIDATE COMMITTEES
SCHEDULE B(2)(b)	MONETARY CONTRIBUTIONS TO POLITICAL ACTION COMMITTEES
SCHEDULE B(2)(c)	MONETARY CONTRIBUTIONS TO POLITICAL PARTIES
SCHEDULE B(2)(e)	MONETARY CONTRIBUTIONS TO PARTNERSHIPS
SCHEDULE B(2)(e)	MONETARY CONTRIBUTIONS TO CORPORATIONS AND LLCs
SCHEDULE B(2)(f)	MONETARY CONTRIBUTIONS TO LABOR ORGANIZATIONS
SCHEDULE B(2)(h)	CONTRIBUTION REFUNDS RECEIVED
SCHEDULE B(3)(a)	LOANS MADE
SCHEDULE B(3)(b)	LOAN GUARANTEES MADE
SCHEDULE B(3)(c)	FORGIVENESS ON LOANS MADE
SCHEDULE B(3)(d)	REPAYMENT ON LOANS RECEIVED
SCHEDULE B(3)(e)	INTEREST ACCRUED ON LOANS RECEIVED
SCHEDULE B(4)	REBATES AND REFUNDS MADE (NON-CONTRIBUTIONS)
SCHEDULE B(5)(a)	IN-KIND CONTRIBUTIONS TO CANDIDATE COMMITTEES
SCHEDULE B(5)(b)	IN-KIND CONTRIBUTIONS TO POLITICAL ACTION COMMITTEES
SCHEDULE B(5)(c)	IN-KIND CONTRIBUTIONS TO POLITICAL PARTIES
SCHEDULE B(5)(d)	IN-KIND CONTRIBUTIONS TO PARTNERSHIPS
SCHEDULE B(5)(e)	IN-KIND CONTRIBUTIONS TO CORPORATIONS AND LLCs
SCHEDULE B(5)(f)	IN-KIND CONTRIBUTIONS TO LABOR ORGANIZATIONS
SCHEDULE B(6)	INDEPENDENT EXPENDITURES MADE
SCHEDULE B(7)	BALLOT MEASURE EXPENDITURES MADE
SCHEDULE B(8)	RECALL EXPENDITURES MADE
SCHEDULE B(9)	SUPPORT PROVIDED TO PARTY NOMINEES (POLITICAL PARTIES ONLY)
SCHEDULE B(10)	JOINT FUNDRAISING / SHARED EXPENSE PAYMENTS MADE
SCHEDULE B(11)	REIMBURSEMENTS MADE
SCHEDULE B(12)	OUTSTANDING ACCOUNTS PAYABLE / DEBTS OWED BY COMMITTEE
SCHEDULE B(13)	TRANSFER OUT SURPLUS MONIES / TRANSFER IN DEBT
SCHEDULE B(14)	MISCELLANEOUS DISBURSEMENTS